

### Addendum 1

#### A) LEASING 50%.

Although relating to leased quarters, some of these duties extend beyond the process of preparing leases.

1. Negotiations. Negotiate leases and lease renewals with landlords and/or their agents. Ensure compliance with local practice and laws, and applicable USG regulations. Draft leases with copies in English and Spanish, changing standard lease terms as necessary to accommodate unique agreements and to ensure the maximum legal protection of USG interests. Prepare or direct the preparation of lease amendments to ensure compliance with Salvadoran Law and execute complicated lease options. There are approximately 20 major negotiations and 40 routine changes per year.

Total lease rental costs are approximately 1.6 million dollars per year. This represents 113 short-term leased residential units occupied and funded by 12 different USG agencies in San Salvador.

2. Landlord Problems. Serve as the intermediate point of contact between all USG employees occupying leased quarters and the landlords and/or agents to resolve all problems arising from our occupation of a leased unit. Incumbent resolves major problems and assigns minor problems to a support staff. Instructions to our tenants, and provisions of our leases, prohibit contact between the tenant and landlord except through the Housing Office. Problems range from the provision of common services (phone, electricity, water), disputes with neighbors, problems with pets, the maintenance of apartments and common building areas, to landlord compliance with lease provisions. This responsibility is complicated by the fact that a number of our units are in condominium buildings under the control of building managers with whom we do not have a legal relationship.

3. Termination. Negotiate the termination of leases. Per local practice, the termination of a lease and subsequent return of the leased property to a landlord requires extensive negotiations. Local landlords tend to take an extreme view of the standard USG lease clause stating that we will return the unit in the same condition existing at the time of acquisition, save normal wear and tear. Thus, the process involves a detailed inspection of the property, a review of the lease and maintenance files to determine changes which we have made, a review of landlord demands for compensation for alleged damages, and finally negotiations as to the amount of payments (if any) which we must make to the landlord. This process is required as a good faith attempt to satisfy the above lease clause and maintain credibility within the local rental market. We engage in approximately 15 such negotiations per year.

4. Make recommendations to the General Services Office as to the withholding of either rents or condominium fees if services or improvements contemplated by the lease agreement are not forthcoming.

5. Maintain routine contact with the Embassy attorney, seeking advice and requesting assistance, as required, in any negotiations with landlords and/or compound managers. Resolve work problems support staff encounters and serves as the conduit between them and the General Services Officer. These duties are exercised with respect to approximately 100 employees of 12 agencies living in 113 short-term units.

#### B) OFFICE MANAGEMENT. 30% of time

The incumbent is responsible for managing the Housing Unit, the incumbent manages the workload of the housing office, redistributing work as required to Property, Maintenance, Shipping and Customs, Cleaning crew, particularly in the busy summer transfer season. He/she resolves work problems support staff encounters and serves as the conduit between them and the GSO.

1. Housing Assignment List. Manage the creation of the annual list of arriving and departing employees. Obtain all the information required to make housing assignments, including arrival and departure dates, family size, position rank, representational duties, and unique requirements and family desires. Prior to compiling the assignments list, contact and confer with all new employees before their arrival at post, and coordinate with the administrative managers of all agencies at Post as to their requirements and unique limitations. Match this information with residences available within the pool, proposing housing assignments to the GSO which conform with operational regulations and procedures. The annual turnover averages is 40 employees.

2. Assignment Proposals. After the GSO has approved the assignment list, prepare draft of individual housing assignment proposal sheets, including all pertinent information. Circulate to the appropriate agency managers who insert fiscal data, to the finance office which enters the fiscal data into the account, then to the Housing Board for approval of the assignment.

3. Housing Check-in. Receive arriving employees and check-out departing employees. Ensure that the arriving employees and families are guided through the process of moving into their residence and provided with standard briefings as to their responsibilities and the unique features of their residence. Serve as contact point through which newly arrived employees work for all aspects of a move-in. Prepare work orders for and plan work schedules with the Maintenance Unit for initial residential preparation including maintenance and security improvements, painting, cleaning, and the installation of appliances and electric fixtures. Coordinate dates with Shipping Unit on the delivery of furniture and Household Effects and with the Supply Unit on the delivery of appliances and standard furnishings.

4. Housing Check-out. Ensure that the premises of departing employees are properly inspected by the Maintenance Unit. Monitor occupant responsibility to leave a residence in a clean and orderly manner, report any damage so that charges can be assessed if it is determined that the occupant is culpable. Survey obvious maintenance problems and file the report with Maintenance Unit.

5. Files. Prepare and maintain all housing and lease files (paper and computer). Maintains all RPA computer reports for all USG agencies. Coordinate with the computer center on the provision of specialized computer programs to the Housing Unit. Manage the continuing process for the keeping of detailed condition files on each property. Maintain the continuing process for the keeping of detailed condition files on each property. Maintain extensive files as to the condition of every residence at the time of acquisition, as to all maintenance changes made over the years of occupancy, and as to any damages caused by our tenants. (See section B.4)

6. Residential Inspections. Schedule routine inspections of all new housing units by the Maintenance Housing Inspector and the Security Officer who certify that units meet USG standards for maintenance and Security. Ensure that support staff inspect all housing units for habitability per American standards. Receive, coordinate, and maintain reports from all the above. Using these reports, make recommendations as to the retention or abandonment of housing units, or begin negotiations with landlords for required improvements.

7. Locating Properties. Coordinate the search for new and replacement properties, including advertising programs. Coordinate the inspecting and evaluating of proposed properties for suitability by the Maintenance Unit, the Security Office, the Finance Office, and other USG agency managers. Draft cables to the Department requesting waivers for residences in excess of standard rent and space limitations.

8. Annual Market Survey: Maintain required competition in contracting data; changes in the real estate market and in local leasing practices, customs and legal codes. Primary sources include property owners and their legal representatives, real estate brokers, commercial realty listings, financial and legal publications, Salvadoran government statistical reports, and the Embassy attorney. Annually analyze the cost of comparable housing in San Salvador, making recommendations as to changes in Post maximum rental limits.

9. Input new residences into the Make ready Sharepoint site. Change the status of residences as they progress through the life cycle on the Sharepoint site until final lease termination.

#### C) MAINTENANCE. 20%

Standard operating procedures delineate between (1) maintenance improvements which we fund but can perform only with landlord consent, and (2) maintenance work which must be performed by the landlord.

1. Serve as the secondary (the Facilities section is the primary) point of contact between the embassy and landlords and/or agents with respect to maintenance items (1) and (2) above. Coordinate with the Facilities section as to which works they may undertake and any legal restrictions under which they must perform. Receive requests from the Facilities section to negotiate with the landlords as to either permission for us to perform (obtaining said authority in writing), or requesting that the landlords are loath to spend sums of money required for major works, such as the repair or replacement of broken furnaces, water storage tanks, leaking roofs, plumbing, painting, and major improvements such as kitchen or bathroom renovations or electrical upgrades.

2. Obtain written approvals from landlords authorizing the USG to perform major works and deduct the cost from the rent. Coordinate with the Contracting office and Finance Office for any rental withholdings, and advise the Maintenance Unit as to the works they may undertake and any restrictions under which they must perform.

3. Obtain written reports from the maintenance housing inspector as to the works completed, checking that the works have been done in accordance with the agreements negotiated with the landlord, making file notations, so as to minimize problems during lease termination negotiations.